

AFSANA PARVIN

Krishna Bazar, Memari,
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Professional Summary

Detail-oriented and results-driven legal professional with close to 3 years of experience in litigation. Proven expertise in legal research, drafting, and case management. Adept at navigating complex legal issues and providing strategic advice. Seeking to leverage litigation experience in a corporate lawyer role to contribute to a dynamic legal team.

Education

BA-LLB (Hons)

Law College Durgapur , Durgapur, West Bengal
Graduated with 1st Class (72.3 %) Graduation Date: [June, 2022]

12th

WBHSE, Memari, West Bengal
Qualified With 69% , Graduation Date: [March, 2017]

Professional Experience – 2 Years 8 Months

Associate Advocate - 1 year

[Under the Supervision of Advocate Sanyuk Banerjee], [Purba Bardhaman District & Session's Judges Court at Purba Bardhaman , WB]
July, 2023 – Present

- Represent clients in civil cases (Land Matters, deed cancellation) , criminal cases ,consumer matters and banking matters as well as focusing on contract disputes, agreements, sale deeds, gift deeds and commercial litigation.
- Conducted extensive legal research and analysis to support case strategies.
- Drafted and reviewed legal documents, including pleadings, motions, contracts , sale deed ,gift deed contractual agreements , various kind of civil suits including succession matters.
- Managed discovery processes, including drafting and responding to interrogatories and document requests.
- Assisted senior attorneys in trial preparation and court proceedings.
- Negotiated settlements and participated in mediation to resolve disputes efficiently.

Associate Jr. Advocate - 1 year 3 months

Under the supervision of Advocate Dibyendu Ghosh [Paschim Bardhaman District & Session's Judges Court at Asansol, WB]
[April, 2022 – June, 2023]

- Represented clients in civil and criminal matters , prepared all legal drafting regarding deeds , agreements & contracts .
- Documentation and negotiations, client dealing .
- Supported attorneys in the preparation of case files and legal documents.
- Conducted research on various legal issues and prepared memoranda summarizing findings.
- Assisted in the drafting of civil suits, pleadings, and briefs for cases.
- Attended court hearings and depositions to gain practical experience in litigation processes.

Internships

- Completed an internship at High Court of Calcutta from June 2021 – Nov 2021 (6 months) .

Skills

- Legal Documentation.
- Deed drafting.
- Legal Research and Analysis
- Contract Drafting and Review
- Litigation and Trial Preparation
- Case Management
- Client handling.
- Negotiation and Mediation
- Corporate & company laws
- Banking Law.
- Real estate laws.
- Family Laws.
- Consumer Protection Law
- Insurance law
- NI Act matters.
- Civil & Criminal Laws.

Certifications

- Completed the workshop on the topic “**National Workshop on Criminal Drafting**”
- Won 1st Prize in **Inter Class Debate competition.**
- Best Performer and Winner in **Youth Parliament.**
- Completed the workshop and attend seminar on the topic “ **Intellectual Property Law**”

Professional Associations

- Enrolled as an Advocate by **The Bar Council of India**
New Delhi - 110002, India.
- Enrolled as an Advocate by **The Bar Council of West Bengal**
Kolkata - 700001

Technical Skills

- MS Office.

Languages

- English
- Bengali
- Hindi
- Urdu

Hobbies and Interests

- Painting
- Singing
- Reading

I hereby declare that the above information is true to best of my knowledge and I bear responsibility for the correctness of particulars.

Signature